

Central Intelligence Agency



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Ms. Penny Williams
Program Head
Office Systems Technology
Business Division
Northern Virginia Community College
3001 N. Beauregard
Alexandria, VA 22311

Dear Ms. Williams:

Thank you for taking time out of your busy schedule to attend the second annual Secretarial Training Conference on 9 June. Your willingness to share information about your program contributed greatly to the success of the meeting. Many of the participants said they had gained much from the exchange of information and had gleaned many ideas for possible revisions to their curriculums.

We look forward to seeing you at next year's conference. In the meantime, if you have any information you wish to share with us, or if you have any questions, please call

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Sincerely,

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Director of Training and Education